United Nations ST/IC/1999/70

Secretariat

1 September 1999

Information circular*

To: Members of the Staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 Competitive examination for Arabic Interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Arabic Interpreters in 2000, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for Arabic Interpreters will be held from 17 to 26 January 2000 in New York, Geneva, Vienna, Cairo and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic Interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur. Assignments are subject to rotation and interpreters may be called to serve in New York or at other duty stations in Asia and Europe, according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language;[1]

(b) Have a perfect command of Arabic and owing to the current needs of the Organization, an excellent knowledge of English. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the language claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the language of instruction, and have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its

* Expiration date of the present information circular: 31 December 2000.

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discretion, admit a candidate graduating from a university whose principal language of instruction is other than Arabic provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. The examination will consist of two parts:

(a) Simultaneous interpretation into Arabic from recordings of four speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into English from recordings of four speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the second half of February 2000. The Board will interview the selected candidates to assess general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the Arabic Interpretation Section, and in particular ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as Arabic interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued. Staff members on fixed-term appointment who complete the trial period successfully will be considered for permanent appointment under the provisions of General Assembly resolution 51/226 on the granting of career appointments.

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, **not later than 12 November 1999**, to:

2000 Competitive Examination for Arabic Interpreters
Specialist Services Division
Office of Human Resources Management
Room S-2575 E
United Nations Secretariat
New York, New York 10017
Fax: 212 963 3683

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 12 November 1999, the deadline for receipt of application in the Specialist Services Division, Office of Human Resources Management.

Notes

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret; candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

Application

2000 competitive examination for Arabic interpreters[1]

Index No.[2] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category: ☐☐ Level: ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐☐ Female ☐☐

Date of entry on duty: Month ☐☐ Year 19 ☐☐

Type of contract: _____ Expiration date: _____

Department/office:[3] _____ Duty station: _____

Room No. _____ Extension: _____

Have you taken this examination before? Yes ☐ in 19 ☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in 19 ☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[4] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (Name and location)*

B. Indicate your ability in each of the languages mentioned above

	Read		*Understand*		*Speak*		*Write*	
Language	*Easily*	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications [6]

Name of institution (Include place and country)	*Language of instruction*	*Attended from/to*		*Degree*[6] *or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution (Include place and country)	*Language of instruction*	*Attended from/to*		*Certificate*[6] *or equivalent*	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any

_____

_____

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_____

_____

I have read information circular ST/IC/1999/70, and I understand that if I am successful in the competitive examination for Arabic interpreters and recommended for inclusion in the roster, my assignment as an Arabic interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ **Signature**: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ **Signature**: _____

Notes

[1] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action forms; if it does not, please contact your Executive Officer to obtain your number.

[3] Please indicate Department/Office, e.g., DGAACS, OCSS, DDSMS, DESIPA, DPCSD, ECE, UNCTAD, UNOG, UNOV or other (specify).

[4] "Main language" should be understood to be the language into which the candidate is best able to interpret; candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/1999/70.

[6] Give exact name and title in original language; do not translate or equate.

United Nations ST/IC/1999/71

Secretariat

1 September 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 Competitive examination for English Interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for English Interpreters in 2000, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for English Interpreters will be held from 17 to 26 January 2000 in New York, Geneva, Vienna, London and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for English Interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be assigned in New York to fill vacancies as they occur in the English Interpretation Section, Interpretation, Meetings and Publishing Division, Department of General Assembly Affairs and Conference Services of the United Nations Secretariat. Assignments are subject to rotation and interpreters may thereafter be called to serve at other duty stations in Asia and Europe, according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must :

(a) Have English as their main language;[1]

(b) Have a perfect command of English and an excellent knowledge of French and, owing to the current needs of the Organization, Russian. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the language claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the language of instruction, and have 200 days of

* Expiration date of the present information circular: 31 December 2000.

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experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than English provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is English .

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. The examination will consist of two parts :

(a) Simultaneous interpretation into English from recordings of four speeches delivered in French (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into English from recordings of four speeches delivered in Russian (approximately 5 to 10 minutes per recording).

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the second half of February 2000. The Board will interview the selected candidates to assess general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the English Interpretation Section, and in particular ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as English Interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued. Staff members on fixed-term appointment who complete the trial period successfully will be considered for permanent appointment under the provisions of General Assembly resolution 51/226 on the granting of career appointments

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, **not later than 12 November 1999,** to:

2000 Competitive Examination for English Interpreters
Specialist Services Division
Office of Human Resources Management
Room S-2575 E
United Nations Secretariat
New York, New York 10017
Fax : (212) 963-3683

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 12 November 1999, the deadline for receipt of application in

the Specialist Services Division, Office of Human Resources Management.

Notes

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret; candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

Application

2000 Competitive examination for English Interpreters[1]

Index No.[2] | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Sex: Male | | Female | |

Date of entry on duty: Month | | Year 19 | |

Type of contract: _____ Expiration date: _____

Department/Office:[3] _____ Duty station: _____

Room No.: _____ Extension: _____

Have you taken this examination before? Yes | | in 19 | | | No | |

Have you taken another United Nations competitive examination? Yes | | in 19 | | | No | |

If yes, which examination(s)? _____

What is your main language?[4] | | | | | | | | | | | | | | |

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

	Read		*Understand*		*Speak*		*Write*	
Language	*Easily*	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications [6]

Name of institution (Include place and country)	*Language of instruction*	*Attended from/to*		*Degree[6] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution (Include place and country)	*Language of instruction*	*Attended from/to*		*Certificate[6] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields if any

_____

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_____

I have read information circular ST/IC/1999/71, and I understand that if I am successful in the competitive examination for English Interpreters and recommended for inclusion in the roster, my assignment as an English Interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ **Signature:** _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ **Signature:** _____

Notes

[1] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action forms; if it does not please contact your Executive Officer to obtain your number.

[3] Please indicate department/office, e.g. DGAACS, OCSS, DDSMS, DESIPA, DPCSD, ECE, UNCTAD, UNOG, UNOV or other (specify).

[4] "Main language" should be understood to be the language into which the candidate is best able to interpret; candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/1999/71.

[6] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/1999/72

Secretariat

1 September 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 Competitive examination for French Interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French Interpreters in 2000, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for French Interpreters will be held from 17 to 26 January 2000 in New York, Geneva, Vienna, Paris and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for French Interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be assigned in New York to fill vacancies as they occur in the French Interpretation Section, Interpretation, Meetings and Publishing Division, Department of General Assembly Affairs and Conference Services of the United Nations Secretariat. Assignments are subject to rotation and interpreters may thereafter be called to serve at other duty stations in Asia and Europe, according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and an excellent knowledge of English as well as of Russian and/or Spanish. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the language claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which French is the language of instruction, and have 200 days of experience as conference interpreters or 200 days of work

* Expiration date of the present information circular: 31 December 2000.

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experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than French provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is French.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is French, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. The examination will consist of two parts:

(a) Simultaneous interpretation into French from recordings of four speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into French from recordings of four speeches delivered in Russian and/or Spanish (approximately 5 to 10 minutes per recording).

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the second half of February 2000. The Board will interview the selected candidates to assess general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the French Interpretation Section, and in particular ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as French Interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued. Staff members on fixed-term appointment who complete the trial period successfully will be considered for permanent appointment under the provisions of General Assembly resolution 51/226 on the granting of career appointments.

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, **not later than 12 November 1999**, to:

2000 Competitive Examination for French Interpreters
Specialist Services Division
Office of Human Resources Management
Room S-2575 E
United Nations Secretariat
New York, New York 10017
Fax: (212) 963-3683

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations by 12 November 1999, the deadline for receipt of application in

the Specialist Services Division, Office of Human Resources Management.

Notes

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret; candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

Application

2000 Competitive examination for French Interpreters[1]

Index No.[2] | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Sex: Male | | Female | |

Date of entry on duty: Month | | Year 19 | |

Type of contract: _____ Expiration date: _____

Department/Office:[3] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ in 19 ☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in 19 ☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[4] | | | | | | | | | | | | | | |

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

	Read		*Understand*		*Speak*		*Write*	
Language	*Easily*	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications[6]

Name of institution (include place and country)	*Language of instruction*	*Attended from/to*		*Degree[8] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended from/to*		*Certificate[6] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any.

_____

_____

_____

_____

_____

I have read information circular ST/IC/1999/72, and I understand that if I am successful in the competitive examination for French Interpreters and recommended for inclusion in the roster, my assignment as a French Interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ **Signature:** _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ **Signature:** _____

Notes

[1] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which French is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action forms; if it does not, please contact your Executive Officer to obtain your number.

[3] Please indicate Department/Office, e.g., DGAACS, OCSS, DDSMS, DESIPA, DPCSD, ECE, UNCTAD, UNOG, UNOV or other (specify).

[4] "Main language" should be understood to be the language into which the candidate is best able to interpret; candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/1999/72.

[6] Give exact name and title in original language; do not translate or equate.

United Nations ST/IC/1999/73

Secretariat

1 September 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 Competitive examination for Spanish Interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Spanish Interpreters in 2000 in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for Spanish Interpreters will be held from 17 to 26 January 2000 in New York and at Geneva, Madrid, Santiago and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish Interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be assigned in New York to fill vacancies as they occur in the Spanish Interpretation Section, Interpretation, Meetings and Publishing Division, Department of General Assembly Affairs and Conference Services, of the United Nations Secretariat. Assignments are subject to rotation and interpreters may thereafter be called to serve at other duty stations in Europe according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must :

(a) Have Spanish as their main language;[1]

(b) Have a perfect command of Spanish and an excellent knowledge of English and French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the language claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the language of instruction, and have 200 days of

* Expiration date of the present information circular: 31 December 2000.

99-25170 (E) 090999

experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Spanish provided that he/she has adequate secondary educational qualifications from an establishment at which the principal language is Spanish.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. The examination will consist of two parts:

(a) Simultaneous interpretation into Spanish from recordings of four speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into Spanish from recordings of four speeches delivered in French (approximately 5 to 10 minutes per recording).

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the second half of February 2000. The Board will interview the selected candidates to assess general interest, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the Spanish Interpretation Section, and in particular ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as Spanish Interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued. Staff members on fixed-term appointment who complete the trial period successfully will be considered for permanent appointment under the provisions of General Assembly resolution 51/226 on the granting of career appointments.

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, **not later than 12 November 1999**, to:

2000 Competitive Examination for Spanish Interpreters
Specialist Services Division
Office of Human Resources Management
Room S-2575E
United Nations Secretariat
New York, New York 10017
Fax: (212) 963-3683

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division through the Chief

Administrative Officer or Director of the United Nations information centre of their respective duty stations by 12 November 1999, the deadline for receipt of application in the Specialist Services Division, Office of Human Resources Management.

Notes

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret; candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

Application

2000 Competitive examination for Spanish Interpreters[1]

Index No.[2] | | | | | | |

Last name | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | Sex: Male | | Female | |

Date of entry on duty: Month | | Year 19 | |

Type of contract: _____ Expiration date: _____

Department/Office:[3] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes | | in 19 | | No | |

Have you taken another United Nations competitive examination? Yes | | in 19 | | No | |

If yes, which examination(s)? _____

What is your main language?[4] | | | | | | | | | | | | | |

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

	Read		*Understand*		*Speak*		*Write*	
Language	*Easily*	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications [6]

Name of institution (include place and country)	*Language of instruction*	*Attended from/to*		*Degree[6] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended from/to*		*Certificate[6] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any

_____

_____

_____

_____

_____

I have read information circular ST/IC/1999/73, and I understand that if I am successful in the competitive examination for Spanish Interpreters and recommended for inclusion in the roster, my assignment as a Spanish Interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ **Signature**: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ **Signature**: _____

Notes

[1] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which Spanish is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action forms; if it does not, please contact your Executive Officer to obtain your number.

[3] Please indicate Department/Office, e.g., DGAACS, OCSS, DDSMS, DESIPA, DPCSD, ECE, UNCTAD, UNOG, UNOV or other (specify).

[4] "Main language" should be understood to be the language into which the candidate is best able to interpret; candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/1999/73.

[6] Give exact name and title in original language; do not translate or equate.

United Nations ST/IC/1999/74

Secretariat

7 September 1999

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue: "In Memoriam" stamps and souvenir sheets**

1. On Tuesday, 21 September 1999, the United Nations Postal Administration will issue a set of three commemorative stamps and souvenir sheets to pay tribute to those who have lost their lives while serving the United Nations in the cause of peace. The stamps and souvenir sheets were designed by Robert Stein, a staff member of the United Nations.

2. The stamps, in denominations of US$ 0.33, SwF 1.10 and S 6.50, will be issued in sheets of 20 stamps.

(United States equivalents — SwF 1.10: $0.72; S 6.50: $0.49 — subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 30 September 1999

99-25704 (E) 130999

3. The souvenir sheets will be issued in denominations of $1.00, SwF 2,00 and S 14.

(United States equivalents — SwF 2,00: $1.32; S 14: $1.07 — subject to exchange rate fluctuation.)

General information

4. For the convenience of collectors, the United Nations Postal Administration at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the United Nations Postal Administration official first-day cachet only. Members of delegations and the staff can obtain these items on Tuesday, 21 September, at the following locations:

(a) The United Nations Postal Administration sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

5. First day of issue cancellations can be obtained at the following temporary United States Postal Service substations:

(a) The counter outside the United Nations Bookstore in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter along the west wall of the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

6. Information on United Nations stamps can be accessed on the Internet at www.un.org/Depts/UNPA.

United Nations ST/IC/1999/75

Secretariat

10 September 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-fourth session of the General Assembly**

1. The present circular describes additional arrangements that will be in effect at Headquarters for admission to the premises during the fifty-fourth session of the General Assembly. This year, it will become necessary for the authorities of the host Government to close the section of First Avenue in front of the United Nations to vehicular traffic for a three-day period — on Monday, 20 September, Tuesday, 21 September and Wednesday, 22 September 1999 — from approximately 8.30 a.m. to 6 p.m. Staff members will be required to present their grounds passes at checkpoints established at the north-west corners of 42nd Street and First Avenue and 45th Street and First Avenue and the south-east corner of 48th Street and First Avenue.

Closure of the garage

2. For security reasons, the garage will be closed for parking at noon on Sunday, 19 September 1999 and will reopen for authorized vehicles at 4 a.m. on Monday, 20 September 1999. All vehicles must be removed not later than noon on Sunday, 19 September until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternate parking while the garage is closed

3. To accommodate staff who will not have access to the United Nations garage after noon on Sunday, 19 September, parking has been allocated to properly identified vehicles north of 51st Street to 57th Street, along both sides of First Avenue, from 8 a.m. on Sunday, 19 September to 4 a.m. on Monday, 20 September 1999. Valid United Nations parking decals and garage parking permits should be displayed and will be honoured by the authorities of the host Government.

Parking off the premises during the general debate

4. Extended arrangements have been made with the authorities of the host Government to permit members of delegations, staff and affiliates to park their vehicles along both sides of First Avenue, from 51st to 57th streets. Please note that this parking arrangement is only authorized for vehicles with valid United Nations parking permits during the period from 8 a.m. on Sunday, 19 September 1999 to the close of business on Saturday, 2 October 1999.

Vehicle security checks

5. All vehicles entering the garage are subject to search. Significant delays can be expected. Staff members are encouraged to use public transportation for the period from Monday, 20 September to Wednesday, 22 September 1999.

* Expiration date of the present information circular: 31 December 1999.

99-26036 (E) 130999

Three-day closure of First Avenue

6. The authorities of the host Government have informed the Secretariat that it will close the section of First Avenue in front of the United Nations from approximately 8.30 a.m. to 6 p.m. on Monday, 20 September, Tuesday, 21 September and Wednesday, 22 September 1999 to accommodate the motorcades of dignitaries. Therefore, members of delegations, staff and affiliates are strongly urged to arrive not later than 8.30 a.m. Members of delegations, staff and affiliates, upon presentation of their grounds passes, may cross First Avenue at either 42nd, 45th or 49th streets. The crossing point at 45th Street will be particularly congested and it is therefore recommended that all pedestrians use the other two crossings.

7. It may also become necessary to close the three street crossing points temporarily at various times throughout the day. During intermittent closings of First Avenue, the only entry point to the premises will be through the 48th Street entrance to the garage.

8. Staff members, affiliates and members of delegations who may encounter difficulty in gaining access should seek assistance from United Nations security personnel at the Pass and Identification Office located at 45th Street and First Avenue.

9. The Secretariat Circle will be closed to vehicular traffic except for escorted motorcades. The garage entrance at 48th Street will be open from 4 a.m. to 8 p.m. After 8 p.m., the 48th Street garage entrance will close. The entrance at 43rd Street and First Avenue will be used by all vehicles from 8 p.m. to 4 a.m. The garage exit at 42nd Street will be accessible from 8 a.m. to 7 p.m. Authorized vehicles will be allowed to proceed east along 46th Street, to First Avenue and 48th Street, into the garage.

Alternate access route

10. From Monday, 20 September, at 6 a.m., through Saturday, 2 October, an alternate access route has been established for authorized vehicles. Vehicular traffic will be able to approach Headquarters southbound on the FDR Drive, proceeding to 49th Street and First Avenue, south to 48th Street and the garage. This access route will be available from 6 a.m. to 6 p.m. The FDR southbound to the 48th Street garage entrance will be open before 6 a.m. and after 6 p.m.

Access through the Delegates' Entrance and closure of the building

11. In order to enhance security during the period of the general debate, the gate at 45th Street and First Avenue and the Delegates' Entrance will be reserved for the use of members of delegations. Staff members and affiliates are requested to use other access points.

12. For security reasons, from 5 p.m. on Sunday, 19 September to 5 p.m. on Wednesday, 22 September 1999, the Headquarters premises will be closed to the public. Staff members are requested to schedule their appointments with visitors and guests at locations away from the Headquarters site. Guided tours will resume on Sunday, 3 October 1999.

13. During the two-week period of the general debate, from 20 September to 2 October, members of accredited non-governmental organizations with annual grounds passes and members of non-governmental organizations accredited to the United Nations for a specific period of time may only enter United Nations Headquarters through the NGO doorway at the 46th Street entrance. After 5 p.m., members of accredited non-governmental organizations will use the 42nd Street Secretariat entrance. At the conclusion of the general debate, members of non-governmental organizations with annual grounds passes will be able to enter the United Nations either through the NGO doorway at the Visitors' Entrance at 46th Street or through the NGO doorway at the Secretariat Entrance at 42nd Street.

14. During the general debate, access to the 2nd floor by members of accredited non-governmental organizations shall not be permitted. This restriction will be suspended during the special session of the General Assembly on small island developing States for members of accredited non-governmental organizations with a special pass.

15. The present circular should be read in conjunction with information circular ST/IC/1999/67, dated 27 August 1999, which provides information on arrangements for admission to the Headquarters premises, as well as parking, catering facilities and commercial operations during the fifty-fourth session of the General Assembly.

United Nations ST/IC/1999/76

Secretariat

14 September 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Staff Day 1999**

Introduction

1. The observance of Staff Day on Friday, 17 September 1999, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity not only to have fun but also to reaffirm the esteem we hold for one another and the work we perform. It is a unique tribute to, and symbol of, multiculturalism and global understanding. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. The Secretary-General and the President of the Staff Union will address the staff.

Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the Day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

Schedule of activities during the Day

3. A complete programme giving details will be issued by the Staff Union.

4. Admission to events will be on a first-come, first-served basis, upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Retired staff members are invited to participate.

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* Expiration date of the present circular: 30 September 1999.

99-26330 (E) 140999

United Nations ST/IC/1999/77

Secretariat

14 September 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/413 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in August 1999.

* Expiration date of the present information circular: 31 December 1999.

99-26462 (E) 200999

Annex

Placement and promotion
1 August 1999 to 31 August 1999

Name	*Gender*	*Releasing dept/office*	*Receiving dept/office*	*Post level*	*Vacancy number*
Promotion					
Bat-Erdene, Ayuush	M	CHR	DDA	P-3	99-P-DDA-264-NY
Chilmeran, Sohaib	M	ESCWA	ESCWA	P-3	99-E-ECW-231-BE
Gonzalez Sanz, Angel	M	UNCTAD	UNCTAD	P-3	99-E-TAD-509-GE
Grozel, Frank	M	UNCTAD	UNCTAD	P-3	98-E-TAD-564-GE
Mpela, Mampela	F	DPI	DPI	P-3	99-I-DPI-253-NY
Schweizer, Sabine	F	OIOS	OIOS	P-3	99-F-010-239-NY
Stephenson, Paul	M	UNCTAD	UNOG	P-3	98-T-UNG-517-GE
Amine Saint-Roch, Latifa	F	UNOG	UNOG	P-4	99-T-UNG-512-GE
Babarykin, Sergey	M	DGAACS	DGAACS	P-4	99-T-DGA-236-NY
Bewry, Rita	F	DPI	DPI	P-4	99-B-DPI-255-NY
Chan, Wing Hup	M	DGAACS	DGAACS	P-4	98-T-DGA-209-NY
Dai, Kewei	M	DGAACS	DGAACS	P-4	98-T-DGA-209-NY
Gillen, Leslie-Anne	F	DGAACS	DGAACS	P-4	99-T-DGA-267-NY
Hoffmann, Ulrich	M	UNCTAD	UNCTAD	P-4	99-E-TAD-504-GE
Leroy, Nathalie	F	DPI	DPI	P-4	99-B-DPI-222-NY
Malinova, Tamara	F	DDA	DDA	P-4	99-D-DDA-263-NY
Sheng, Sheng	M	DGAACS	DGAACS	P-4	99-T-DGA-354-NY
Tiagha, Hannah	F	ECA	ECA	P-4	98-S-ECA-313-AA
Tsai, Ching-Ning	F	DGAACS	DGAACS	P-4	99-T-DGA-354-NY
Gonzalez, Martin	M	UNOG	UNOG	P-5	99-T-UNG-206-GE
Kargbo, Jennifer	F	ECA	ECA	P-5	98-A-ECA-B27-AA
Romanovsky, Vasiliy	M	DESA	DESA	P-5	99-M-ESA-010-NY
Theofilopoulou, Anna	F	DPA	DPA	P-5	98-P-DPA-A77-NY
Tobar, Mireya	F	UNOG	UNOG	P-5	98-T-UNG-421-GE
Hackett, Christopher	M	DESA	DESA	D-1	98-E-ESA-A99-NY
Placement					
Vikhlyaev, Alexey A.	M	ESCAP	UNCTAD	P-3	99-E-TAD-507-GE

United Nations ST/IC/1999/78

Secretariat

14 September 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in August 1999.

* Expiration date of the present information circular: 31 December 1999.

99-26443 (E) 160999

Annex

Placement and promotion
1 August to 31 August 1999

Name	*Gender*	*Releasing dept/office*	*Receiving dept/office*	*Post level*	*Vacancy number*
Promotion					
Hampstead, Curt*	M	DGAACS	DGAACS	TC-5	99-G-DGA-008-T5
Petursson, Sverrir	M	DM/OCSS	DM/OCSS	TC-5	98-G-OCS-109-T5
Hoo, Fernando	M	DGAACS	DGAACS	TC-6	99-G-DGA-009-T6
Kucic, Andrew	M	DM/OCSS	DM/OCSS	TC-6	98-G-OCS-114-T6
Abeyratne, Tissa	M	DGAACS	DGAACS	G-5	99-G-DGA-007-G5
Adusei, Angelina	F	DGAACS	DGAACS	G-5	99-T-DGA-005-G5
Aghadiuno, Rita***	F	DESA	DGAACS	G-5	99-G-DGA-025-G5
Aidenbaum, Cintia	F	OCHA	OCHA	G-5	**
Ambe-Inciong, Victoria	F	DPA	DPA	G-5	99-G-DPA-010-G5
Bandong, Susan	F	DGAACS	DGAACS	G-5	99-G-DGA-020-G5
Benjamin, Pansy	F	DESA	DESA	G-5	**
Blain Wallace, Maggy	F	DPA	DPA	G-5	**
Bourdelon, Mijanou	F	DM/OHRM	DM/OHRM	G-5	**
Burgi, Jorg	M	DM/OPPBA	UNJSPF	G-5	99-G-JPF-038-G5
Caldera, Francisco	M	DM/OPPBA	UNJSPF	G-5	99-G-JPF-038-G5
Cheng, Denise	F	DPKO	DPKO	G-5	99-G-DPK-017-G5
Cruz, Estelita	F	DPKO	DPKO	G-5	99-G-DPK-001-G5
Del Rosario-Ugay, Dinah	F	DPI	DPI	G-5	99-G-DPI-045-G5
Garces-Gonzalez, Sylvia	F	DPKO	DPKO	G-5	**
Israni, Jamna	F	DGAACS	DGAACS	G-5	99-G-DGA-020-G5
Kassa, Bizugenet	F	DESA	DESA	G-5	**
Kemp, Marguerite	F	DESA	DESA	G-5	**
Kilkelly, Geraldine	F	DPKO	DPKO	G-5	99-G-DPK-036-G5
Laca, Hector	M	DPKO	DPKO	G-5	99-G-DPK-014-G5
Nadres, Chona	F	DGAACS	DGAACS	G-5	99-T-DGA-005-G5
Rajman, Joyce	F	DGAACS	DGAACS	G-5	99-T-DGA-005-G5
Thiebaud, Maritza	F	DPKO	DPKO	G-5	99-G-DPK-017-G5
Velandria, Geraldine	F	DPI	DPI	G-5	99-G-DPI-061-G5
Ansari, Ahsan	M	ICSC	ICSC	G-6	99-G-ICS-043-G6
Arellano, Rosa	F	DPA	RCNYO	G-6	98-G-RCO-078-G6
Carrier, Renee	F	DPKO	DPKO	G-6	99-G-DPK-022-G6
Manuel, Marilyn	F	OCHA	OCHA	G-6	98-G-OHA-126-G6
Ocampo, Julieta	F	DM/OHRM	DM/OHRM	G-6	99-G-HRM-026-G6
Samuel, Rajama***	F	DESA	DESA	G-6	99-G-ESA-029-G6
Ferrell, Steve	M	DPKO	OIOS	G-7	98-G-OIO-132-G7

Name	*Gender*	*Releasing dept/office*	*Receiving dept/office*	*Post level*	*Vacancy number*
Placement					
Weithers-Wills, Engelle	F	DGAACS	DPKO	G-5	99-T-DGA-005-G5

* The Secretary-General has approved the promotion of the staff member to the TC-5 level against a post at the TC-6 level.

** The vacancy announcement was waived in accordance with the provisions of administration instruction ST/AI/413.

*** The Secretary-General approved the placement of the staff members against the posts at their current level. The promotion of the staff members will be implemented when they have reached the established seniority in grade for regular promotion to the higher level.